



COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

*COPS Instruction Booklet*

[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

The U.S. Department of Justice, Office of Community Oriented Policing Services ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) is pleased to announce that it is seeking applications for funding for the COPS Hiring Recovery Program. This program will assist law enforcement agencies to create and preserve sworn officer jobs and increase their community policing capacity and crime prevention efforts.

# COPS FY2009 Application Guide: COPS Hiring Recovery Program (CHRP)

## Eligibility

The COPS Hiring Recovery Program is an open solicitation. All local, state, and federally recognized tribal law enforcement agencies that have primary law enforcement authority are eligible to apply.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

## Deadline

All applications must be received through the COPS website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) by **April 14, 2009, 11:59 p.m. EDT.**

## Contact Information

For assistance with the requirements of this solicitation, please contact the COPS Office Response Center at 800.421.6770 or via e-mail at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov).

This application must be submitted through the COPS website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)). For technical assistance with submitting the application, please call the COPS Office Response Center at 800.421.6770.



U.S. Department of Justice  
Office of Community Oriented Policing Services



[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

# COPS FY2009 Application Guide: COPS Hiring Recovery Program (CHRP)

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The COPS Application Guide is designed to assist applicants in applying for CHRP funding. This Guide includes general information on the administrative and legal requirements governing COPS grant programs, as well as CHRP-specific information.

For more information about COPS grants, please call the COPS Office Response Center at 800.421.6770.



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# **COPS HIRING RECOVERY PROGRAM (CHRP) (CFDA 16.710)**

## **OVERVIEW**

### **COPS Office Overview**

The COPS Office was established as a result of the Violent Crime Control and Law Enforcement Act of 1994 to assist law enforcement agencies in enhancing public safety through the implementation of community policing strategies in jurisdictions of all sizes across the country. Community policing represents a shift from more traditional law enforcement in that it focuses on proactive collaborative efforts to prevent and respond to crime, social disorder, and fear of crime.

COPS provides funding to state, local, and tribal law enforcement agencies and other public and private entities to hire and train community policing professionals, acquire and deploy cutting-edge crime-fighting technologies, and develop and test innovative policing strategies.

We will continue to accomplish our mission by:

- creating innovative programs that respond directly to the emerging needs of state, local, and tribal law enforcement, to shift law enforcement's focus to preventing, rather than reacting to, crime and disorder within their communities
- developing state-of-the-art training and technical assistance to enhance law enforcement officers' problem-solving and community interaction skills
- promoting collaboration between law enforcement and community members to develop innovative initiatives to prevent crime
- providing responsive, cost-effective service delivery to our grantees to ensure success in advancing community policing strategies within their communities.

By funding over 13,000 of the nation's 18,000 law enforcement agencies, the COPS Office has helped create a community policing infrastructure across the nation. Approximately 81 percent of the nation's population is served by law enforcement agencies practicing community policing.

**Additional information regarding the COPS Office can be found at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).**

## COPS Hiring Recovery Program (CHRP) Overview

The COPS Hiring Recovery Program (CHRP) is funded through the American Recovery and Reinvestment Act (Recovery Act) of 2009, P.L.111-5, and provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to create and preserve jobs, and to increase their community policing capacity and crime-prevention efforts.

CHRP grants cover 100 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer over three years (36 months). There is no local match or cap on the amount of funding that can be requested, but CHRP grant funding will be based on your agency's current entry-level salary and fringe benefits for full-time sworn officers. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency. The COPS Office reserves the right to reduce any request based on funding availability and/or other factors as determined by the COPS Office. Funding under this program may be used to:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to your current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official grant award start date as it is listed on your agency's award document.
- Rehire officers who have *already been laid off* (at the time of the application) as a result of state, local, or tribal budget cuts. The rehired officers must be rehired on or after the official grant award start date as it appears on your agency's award document. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- Rehire officers who are (at the time of the application) *currently scheduled to be laid off on a future date* as a result of state, local, or tribal budget cuts. Grantees will be required to continue funding the positions with local funding until the date(s) of the scheduled lay-offs. The dates of the scheduled lay-offs and the number of positions affected must be identified in the CHRP application. In addition, documentation must be maintained detailing the dates and reason(s) for the lay-offs. Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled lay-offs are occurring for local economic reasons unrelated to the availability of CHRP grant funds; such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the lay-offs, budget documents ordering jurisdiction-wide budget cuts, and/or notices provided to the individual officers regarding the lay-offs.

An applicant may request funding in one or more of the above-referenced hiring categories under CHRP. If your agency receives a CHRP grant and *after receiving the grant*, your agency needs to change one or more of the funded hiring categories it received funding under, your agency must request a post-award grant modification and must receive prior approval before spending CHRP funding. To obtain information on modifying a CHRP grant award, please contact the COPS Office Response Center at 800.421.6770.

Please note that unless your agency is a Federally Recognized Tribe contracting with the Bureau of Indian Affairs for law enforcement services, contractual arrangements for law enforcement services are not fundable under CHRP.

An applicant may not reduce its budget for sworn officers just to take advantage of the CHRP grant. Any budget cut must be unrelated to the receipt of CHRP grant funds to avoid a violation of the COPS statute nonsupplanting requirement.

The nonsupplanting requirement means that COPS grant funds must be used to supplement (increase) state, local or Bureau of Indian Affairs (BIA) funds that would have been dedicated toward the grant purpose if federal funding had not been awarded. CHRP grant funds must not be used to replace local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHRP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with local funds. For additional information on the COPS nonsupplanting requirement as it applies to CHRP, please refer to the nonsupplanting FAQs at <http://www.cops.usdoj.gov/Default.asp?Item=2119>.

Furthermore, all grant recipients must retain any CHRP-funded officer positions awarded for at least 12 months after the 36 months of federal funding has ended for each position. Applicants are required to affirm in their CHRP grant application that their agency plans to retain any additional officer positions awarded following the expiration of the grant, and identify their planned source(s) of retention funding.

Please note that if your agency receives a CHRP grant, your agency must comply with all of the data tracking, collection and reporting requirements under the Recovery Act and CHRP on a timely basis.

Grant recipients shall promptly refer to the Office of the Inspector General (OIG) any credible evidence that a person has submitted a false claim under the False Claim Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving CHRP funds. The OIG may be contacted at [OIG.hotline@usdoj.gov](mailto:OIG.hotline@usdoj.gov), [www.usdoj.gov/oig/FOIA/hotline.htm](http://www.usdoj.gov/oig/FOIA/hotline.htm) and 800.869.4499.

Misuse of CHRP funds and/or failure to comply with all COPS grant requirements may result in suspension or termination of grant funds, the repayment of grant funds and/or other remedies available by law.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in good standing on other U.S. Department of Justice grants, has other grant compliance issues that would make the applicant agency ineligible to receive COPS funding, and/or is not cooperating with an ongoing compliance investigation regarding a current COPS grant award. A hold may also be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

## DEADLINE: REGISTRATION

Applicants are required to apply online via the COPS website: [www.cops.usdoj.gov](http://www.cops.usdoj.gov). To access the application, click on "Account Access" in the upper right hand side of the COPS homepage. To use the online application system, applicants must have an active account with the COPS Office. Previously funded COPS grantees should have an established account with a username and password. Please review your account information to ensure that the Law Enforcement Executive, Government Executive and contact information is accurate.

Applicants that have not previously received COPS funding must first register by creating an account on the COPS website. Applicants should register as soon as possible to prevent any delays in completing and submitting their CHRP application online. To register, the applicant will need the agency's Originating Agency Identifier (ORI) Number, assigned by the FBI, and the agency's Law Enforcement Executive information. If the applicant does not have, or does not know, the agency's ORI number, an account can be created without it, as the COPS Office will locate the ORI or assign the agency an ORI number (for internal purposes). After the agency has created an account on the COPS website, an email will be sent to the Law Enforcement Executive with the account username and password. Once the username and password are received, the agency will be able to access the online application system. Agencies will be required to change their password after the initial log-in to the COPS online system.

If assistance is needed to set up a new account or activate an existing account, please contact:

COPS Office Response Center  
U.S. Department of Justice COPS Office  
800.421.6770  
[Egov.issues@usdoj.gov](mailto:Egov.issues@usdoj.gov)

## DEADLINE: APPLICATION

There will be one application deadline of **April 14, 2009, 11:59 p.m. EDT** for the CHRP grant program. Applications must be submitted online via the COPS website on or before **April 14, 2009** to receive consideration for Fiscal Year 2009 funding, subject to funding availability. Applications submitted after **April 14, 2009** will not be considered for funding. All applicants will receive written notification of funding decisions.

## ELIGIBILITY REQUIREMENTS

CHRP is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. Applicants that are determined to be ineligible for CHRP funding based on their responses to the online CHRP Eligibility Worksheet questions will not be able to complete the remainder of the CHRP application. Funding decisions will be based upon the information in your application, availability of funding, and/or other factors as determined by the COPS Office.

For additional information, please contact your COPS Grant Program Specialist by calling the COPS Office Response Center at 800.421.6770.



## PROGRAM-SPECIFIC INFORMATION

### **Length of Grant Term, CHRP Hiring Categories, Maximum Federal Share and Local Share Requirements**

The CHRP grant provides funding for three years (36 months) for each position awarded. No-cost extensions of time (not additional funding) may be provided on a case-by-case basis to provide additional time beyond the three years to complete the expenditure of grant funds. At the conclusion of federal funding, CHRP grantees are required to retain all officer positions awarded for at least 12 months from the time that the 36 months of grant funding for each CHRP position expires. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds, over and above the number of locally-funded officer positions that would have existed in the absence of the grant. Absorbing CHRP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

There is no local match or cap on the amount of funding that can be requested, although the COPS Office may reduce requests based on factors such as available funding. CHRP grants provide 100 percent funding for the approved entry-level salaries and fringe benefits of full-time sworn career law enforcement officers. All budget calculations must be based on the current authorized salary and fringe benefits of an entry-level officer in your department. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency.

CHRP grants may be used on or after the official grant award start date as it appears on your agency's award document to: (1) hire new officer positions (including filling existing officer vacancies that are no longer funded in your agency's budget); (2) rehire officers who have been laid off as result of state, local or tribal budget cuts; or (3) rehire officers who are scheduled to be laid off on a specific future date as a result of state, local or tribal budget cuts.

CHRP grant funds will be awarded for officer positions in the above three distinct hiring categories and grantees are required to use CHRP funds for the specific categories awarded. An applicant may request funding in one or more of the hiring categories. However, funding requests must be based upon the applicant's current (at the time of application) need for funding in the three hiring categories (new hires, rehires of previously laid off officers, and rehiring officers who are scheduled to be laid off on a specific future date). If an applicant receives an award for a specific hiring category and then needs to make changes to the hiring categories following the receipt of the CHRP award, the grantee must request a post-award grant modification and receive prior approval from the COPS Office before expending CHRP funding. To request a post-award grant modification, please contact the COPS Office Response Center at 800.421.6770.

During the review of your agency's application, if the COPS Office reduces the number of positions your agency requested, the COPS Office may contact you to obtain a new number of officer positions requested in each category.

The COPS statute nonsupplanting requirement mandates that CHRP funds must be used to supplement (increase) the grantee's law enforcement budget for sworn officer positions and may not supplant (replace) state, local or Bureau of Indian Affairs (BIA) funds that a grantee would otherwise have spent on sworn officer positions in the absence of the CHRP grant.

Awarded agencies are required to draw down grant funds based upon immediate cash disbursement needs throughout the 36-month funding period, and not as a lump sum payment.

## Federal Funding: Allowable & Unallowable Costs

### *Allowable Costs: Fundable Requests*

Allowable costs are costs that will be paid for by this grant program. **The only allowable costs under CHRP are the approved full-time entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the grant award start date.** A “career law enforcement officer” is a person hired on a permanent basis who is authorized by law, or by a state, local, or tribal agency, to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. Officers previously employed by your agency who have been (or are currently scheduled to be) laid off as a result of budget cuts may be rehired using CHRP grant funds, but funding requests must be limited to your agency's entry-level salaries and fringe benefits for full-time officers. Please be aware that your agency will be responsible for paying any costs that exceed entry-level salaries and fringe benefits with local funds.

CHRP grants provide 36 months of funding for sworn officer positions. Funding requests must be based upon the applicant's current (at the time of application) need for funding in the three hiring categories (new hires, rehires of previously laid off officers, and rehiring officers who are scheduled to be laid off on a specific future date). When evaluating how many CHRP positions to request, please be mindful of the initial three-year grant period and your agency's ability to fill and retain the officer positions awarded, while following your agency's established hiring policies and procedures.

Requests may be made only for positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs funds, and that would not be funded in the absence of the CHRP grant.

### *Unallowable Costs: Requests Will NOT Be Funded*

All items other than entry-level personnel costs (salaries and fringe benefits) as described in the preceding section are considered unallowable under CHRP. Therefore, requests for equipment, training, uniforms, and vehicles are not permitted under CHRP. In addition, the following personnel costs are unallowable:

- Salaries and fringe benefits of existing locally-funded officers, unless those officers are currently (at the time of application) scheduled to be laid off on a specific future date.
- Salaries and fringe benefits over and above an agency's entry-level salaries and fringe benefits for officers
- Salaries and fringe benefits for civilian / non-sworn personnel
- Salaries and fringe benefits for part-time officer positions
- Overtime costs
- Salaries and fringe benefits for furloughed officers
- Contractual arrangements for law enforcement services are not fundable under CHRP (except for Federally Recognized Tribes who are eligible to apply for CHRP funding to pay for contract law enforcement services with the Bureau of Indian Affairs).

## Monitoring, Reporting, & Evaluation Requirements

The American Recovery and Reinvestment Act (Recovery Act) requires grantees to report their financial and programmatic progress within 10 days after the end of each calendar quarter. The Recovery Act reporting requirements are in addition to quarterly financial status report and quarterly programmatic progress report requirements. The COPS Office plans to request information from grantees consistent with Section 1512 of the Recovery Act, including collecting information on the number of new jobs created and the number of jobs preserved using CHRP funding. Awarded agencies will be required to submit information in a timely manner as a condition of the award. The COPS Office is then required to post data from grantee reports to Recovery.gov. Please be advised that the submission of programmatic and financial reports on a timely basis is a significant condition of the CHRP grant and a violation of the grant requirement may result in termination of grant funding or other remedies.

In order to aid in compliance with the reporting requirements, awarded agencies should be prepared to track and report CHRP funding separately from other funding sources (including other COPS and federal grants) to ensure accurate financial and programmatic reporting on a timely basis. Your agency should ensure that you have financial internal controls in place to monitor the use of CHRP funding and ensure that its use is consistent with grant terms and conditions. Good practices in this area would include written accounting practices, an accounting system that tracks all drawdowns and grant expenditures, and the ability to track when each CHRP position is filled or vacant (including if the position was for a new hire or a rehire).

In addition, the COPS Office is interested in tracking the progress of its programs and the implementation of its grantees' community policing plans. Therefore, all grantees will be required to participate in any audit and/or grant monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or an entity designated by COPS.

The COPS Office Monitoring staff may take a number of monitoring approaches for oversight to mitigate the unique implementation of funding under the Recovery Act. These approaches include, but are not limited to, site visits, office-based grant reviews, compliance reviews, and periodic surveys to gather information. COPS may seek information including, but not limited to, your agency's compliance with nonsupplanting, retention, reporting and financial requirements. COPS may also seek information on your progress in achieving your community policing plan. Program and Monitoring Specialists, as well as auditors, are particularly interested in confirming that the hiring/rehiring of officer positions is consistent with the applicant's proposal and the grant terms and conditions.

Evaluations of CHRP may be conducted at the national and/or local level. Such evaluations may include assessing the progress of program implementation and examining the impact of hiring additional officers. Evaluators may visit grantee sites to collect data for these evaluations. All selected grantees must cooperate in such evaluations and provide any requested information. In addition, grantees are encouraged to collect information regarding the achievements and successes of community policing within their jurisdictions.

Grant recipients shall promptly refer to the Office of the Inspector General (OIG) any credible evidence that a person has submitted a false claim under the False Claim Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving CHRP funds.

Please feel free to contact your Grant Program Specialist at 800.421.6770 to discuss any questions you may have regarding the CHRP program or the application process.

## PERFORMANCE MEASURES

To assist in fulfilling the Department of Justice's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, and the American Recovery and Reinvestment Act (Recovery Act), P.L. 111-5, applicants who receive funding must provide data that measures the results of their work. Performance measures for CHRP are as follows:

| Objective  | Performance Measures  | Data Grantee Provides  |
|--|---|--|
| Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers. | Average community policing capacity implementation rating (0 to 100) of CHRP grantees.  | Quarterly progress reports describing how CHRP funding is being used to assist your jurisdiction in the implementation of community policing strategies. |
| Create and preserve sworn law enforcement officer jobs.  | <p>Number of new jobs created (number of newly hired sworn officer positions).</p> <p>Number of jobs preserved (number of rehired sworn officer positions).</p> | Quarterly progress reports detailing hiring/rehiring efforts.  |

All CHRP grants target increasing grantee capacity to implement community policing strategies within the three primary elements of community policing: 1) problem-solving; 2) partnerships; and 3) organizational transformation. The COPS Office requires all CHRP applicants to describe how hiring and/or rehiring additional officers will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS website at: <http://www.cops.usdoj.gov/Default.asp?Item=36>.

As part of the quarterly progress report, CHRP grantees will be required to report on their progress toward implementing community policing strategies. The COPS Office will not require that grantees track statistics to respond to the performance measure questions, and the grantee's community policing capacity implementation rating will not be used in determining grant compliance.

Based on the data collected from grantees, the COPS Office may make improvements to the CHRP program to better meet the program's objective and law enforcement agency needs.

# HOW TO APPLY

## Administrative Requirements Governing COPS Programs

### Electronic Submission of Applications Via the COPS Website

In an effort to meet the objectives of the Recovery Act, the COPS Office developed an online application to allow agencies to apply for CHRP. Agencies must apply for CHRP funding via the COPS website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

Applicants will be able to print a copy of the application package (the CHRP Application Guide and the CHRP application forms) to reference while completing the application online via the COPS website. The COPS Office will not accept applications submitted via mail or email.

Please read the following important information before attempting to submit your application via the COPS website:

- To apply for CHRP funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the Central Contractor Registry (CCR). Please see the attached checklist that will assist agencies in completing all the steps for each registration process.
- All applicant documentation must be submitted electronically, via the COPS website.
- Applicants must comply with any word and/or field limit requirements described in the COPS Application Guide.
- Applicants must also download the COPS Application Guide (instructions) for completing the application.
- Applicants will have the opportunity to print a copy of the application prior to completion, and a copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed.
- Do not wait until the application deadline date to begin the application process through the COPS website. The registration steps may take a few days, and if you wait until the application deadline date you may be unable to submit your application online.

If you encounter difficulty when applying using the COPS website, please contact:

COPS Office Response Center  
800.421.6770  
[Askcops@usdoj.gov](mailto:Askcops@usdoj.gov)

## Obtaining a Data Universal Numbering System (DUNS) Number

The federal government requires that all applicants for federal grants and cooperative agreements have a DUNS number. The DUNS number is used to identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.

### *How to Obtain a DUNS Number*

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- ***If you already have a DUNS number.*** If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- ***If you are not sure if you have a DUNS number.*** Call D&B using the toll-free number 866.705.5711, and indicate that you are a federal grant applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed on the following page and will immediately assign you a number, free of charge.
- ***If you know you do not have a DUNS number.*** Call D&B using the toll-free number 866.705.5711, and indicate that you are a federal grant applicant or prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

The D&B toll-free number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours.

- The process to request a number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.

- You will need to provide the following information:
  - Legal Name
  - Headquarters name and address for your organization
  - Doing business as (DBA) or other name by which your organization is commonly known or recognized
  - Physical address, city, state and zip code
  - Mailing address (if separate from headquarters and/or physical address)
  - Telephone number
  - Contact name and title
  - Number of employees at your physical location.

Obtaining a DUNS number is absolutely free for all entities doing business with the federal government. This includes grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain that you identify yourself as a federal grant applicant or prospective applicant.

### ***Managing Your DUNS Number***

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at 866.705.5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

## **Registering with the Central Contractor Registry**

In addition to the DUNS number requirement, the COPS Office requires all applicants for federal financial assistance to maintain active registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

### **To register with CCR:**

- Go to [www.ccr.gov](http://www.ccr.gov).
- Click the Start New Registration link.
- Complete the Registration Worksheet.
- Complete the Registration Acknowledgement and Point of Contact Information.
- Register with Credential Provider.

### **To register with a Credential Provider:**

1. Click the Register with Credential Provider link.
2. Enter your DUNS number and press Register.
3. On the Welcome screen, click User ID.
4. Complete the registration screens.

Note: You should record the User ID and password that you entered, as you may need this information for future online application submissions.

## Geographic Names Information System ID Number

The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the Feature ID, that is the only standard federal key for integrating or reconciling feature data from multiple datasets.

### To determine your jurisdiction's Feature ID number:

1. Go to <http://geonames.usgs.gov/>
2. Click on "Search Domestic Names."
3. From this screen, you can enter the name of your jurisdiction (for example, "Cleveland"), and select your state ("Ohio").
4. Click "Send Query." The results will show that Cleveland, Ohio is a populated place with a Feature ID of 1066654.
5. Enter this 7-digit number into your application form. Some jurisdictions may have Feature IDs of less than 7 digits; for example, American University is a school in the District of Columbia with a Feature ID of 531560. In this case, you should place a "0" in front of the number to ensure that 7 digits are entered into the CHRP application form.

## Helpful Online Resources:

DUNS Number information:

<http://fedgov.dnb.com/webform/displayHomePage.do>

Central Contractor Registry (CCR): <http://www.ccr.gov>



## **Audit Requirement**

The Single Audit Act (31 U.S.C. § 7502(h)) and OMB Circular A-133 § 320(a) and (d) require non-federal entities to file Single Audit reports with the Federal Audit Clearinghouse (FAC). The Recovery Act requires that for fiscal years ending September 30, 2009 and later, all Single Audit reports filed with the FAC will be made available for public inspection.

## **Civil Rights**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for grant recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

## **Grant Terms and Conditions**

The following sections describe the grant terms and conditions that applicants should be aware of before applying to CHRP. Please review each section carefully.

The original signatures of the Law Enforcement Executive/Program Official and Government Executive/Financial Official are REQUIRED on the following documents:

- Assurances (Section 8 of application)
- Certifications (Section 9 of application)
- Certification of Review and Representation of Compliance with Requirements (Section 11 of application)

Original signed hard copies of these documents must be kept in the agency's files and furnished upon request.

## ***I. & II. Assurances & Certifications***

Applicants to COPS programs are required to keep the Assurances and Certifications forms containing the original signatures of the Law Enforcement Executive and Government Executive named on the COPS Application Attachment to the SF-424. The original signed forms must be furnished upon request. Please read these documents carefully as signatures on these documents are treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines whether to award the covered grant.

## ***III. Disclosure of Lobbying Activities***

This disclosure form shall be completed by the reporting entity at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to submit the Disclosure of Lobbying Activities (SF-LLL) as an attachment to your application online. Complete all items that apply for both the initial filing and material change report.

## ***IV. Nonsupplanting Requirement***

The COPS statute nonsupplanting requirement mandates that grant funds may not be used to replace state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the grant purposes. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for the grant purposes.

Funds budgeted to pay for sworn officer positions irrespective of the grant may not be reallocated to other purposes or refunded should a CHRP grant be awarded. Non-federal funds must remain available for and devoted to that purpose, with COPS funds supplementing those non-federal funds. Funding awarded cannot be obligated until after the grant award start date. This means that CHRP funds cannot be applied to any agency cost prior to the award start date. In addition, all awardees will be expected to take active and timely steps pursuant to their standard procedures to fully fund law enforcement costs already budgeted as well as fill all locally-funded vacancies resulting from attrition during the life of the grant.

Under CHRP, the nonsupplanting requirement means that a grant recipient receiving CHRP grant funds to hire a new officer position, including filling an existing officer vacancy that is no longer funded in the recipient's local budget, must hire the additional position on or after the official grant award start date, above its current budgeted (funded) level of sworn officer positions.

The nonsupplanting requirement also means that a grant recipient that receives CHRP grant funds to rehire an officer who has *already been laid off* (at the time of application) as a result of state, local, or tribal budget cuts, must rehire the officer on or after the official grant award start date. The grant recipient must maintain documentation showing the date(s) that the position(s) was laid off and rehired in its CHRP grant file.

In addition, the nonsupplanting requirement means that a grant recipient that receives CHRP grant funds to rehire an officer who is (at the time of application) *currently scheduled to be laid off on a future date* as a result of state, local, or tribal budget cuts, must continue to fund the officer with its own funds through the grant award start date until the date of the scheduled lay-off (for example, if the award start date is September 1 and the lay-off is scheduled for

November 1, then the CHRP funds may not be used to fund the officer until November 1, the date of the scheduled lay-off). An agency must identify the date(s) of the scheduled lay-offs and the number of officer(s) to be laid off in its application. If a CHRP grant is awarded, a grant recipient must maintain documentation showing the date(s) and reason(s) for the lay-offs, the number of officers laid off, the number of officers rehired and dates the officers were rehired. [Please note that as long as your agency can document that the lay-offs would occur on the identified dates if the CHRP grant funds were not available, it may transfer the officers to the CHRP funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual officer.]

Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of CHRP grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual officers regarding the date(s) of the lay-offs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's CHRP grant records during the grant period and for three years following the official closeout of the CHRP grant in the event of an audit, monitoring, or other evaluation of your grant compliance. For additional information on the COPS nonsupplanting requirement as it applies to CHRP, please refer to the FAQ information sheet at <http://www.cops.usdoj.gov/Default.asp?Item=2119>.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800.421.6770 for further information.

## ***V. Retention Requirement***

CHRP grantees are required to retain all full-time officer positions awarded for at least 12 months from the time that the 36 months of grant funding for each CHRP position expires. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds, over and above the number of locally-funded officer positions that would have existed in the absence of the grant. Absorbing CHRP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

At the time of the grant application, applicants are required to affirm that their agency plans to retain any additional officer positions awarded following the expiration of the CHRP grant and identify their planned source(s) of retention funding. Agencies applying for CHRP funding are committing to retain each officer position awarded for at least 12 months following the conclusion of 36 months of federal funding for that position. Agencies that do not plan to retain all officer positions under this grant program are ineligible to apply for CHRP funding.

At the conclusion of federal funding, agencies that fail to retain the additional officer positions awarded under the CHRP grant may be ineligible to receive future COPS grants for a period of one to three years.

## ***VI. Reporting Requirements***

CHRP grantees are required to submit quarterly financial status reports and quarterly programmatic progress reports to the COPS Office. In addition, Section 1512 of the Recovery Act requires CHRP grantees to report their financial and programmatic progress within 10 days after the end of each calendar quarter, including the number of new jobs created and the number of jobs preserved using CHRP funding. The COPS Office is required to post data from grantee reports to Recovery.gov. Please be advised that the submission of all requested financial and programmatic reports on a timely basis is a significant condition of the CHRP grant award, and a violation of the grant requirement may result in termination of grant funding or other remedies.

To aid in compliance with the reporting requirements, awarded agencies should be prepared to track and report CHRP funding separately from other funding sources (including other COPS and federal grants) to ensure accurate financial and programmatic reporting on a timely basis. Your agency should ensure that you have financial internal controls in place to monitor the use of CHRP funding and ensure that its use is consistent with grant terms and conditions. Good practices in this area would include written accounting practices, an accounting system that tracks all drawdowns and grant expenditures, and the ability to track when each CHRP-funded position is filled or vacant (including if the position was for a new hire or a rehire).

## **Suspension or Termination of Funding**

The COPS Office may suspend, in whole or in part, or terminate funding, or impose other sanctions on a grantee for the following reasons:

- Failure to comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, the Recovery Act, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to grant terms and conditions including special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, it would have resulted in the application not being selected for funding
- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

Please be advised that grantees may not use COPS funding for the same item or service also funded by an Office of Justice Programs (OJP) award.

## Required Application Documents

| Application Documents & Sections   | Completed?               |
|--|--------------------------|
| 1. Eligibility Worksheet   | <input type="checkbox"/> |
| 2. Standard Form 424   | <input type="checkbox"/> |
| 3. COPS Application Attachment to SF-424   | <input type="checkbox"/> |
| Section 1: Executive Information   | <input type="checkbox"/> |
| Section 2: General Agency Information  | <input type="checkbox"/> |
| Section 3: CHRP Program Request  | <input type="checkbox"/> |
| Section 4: Need for Federal Assistance   | <input type="checkbox"/> |
| Section 5: Law Enforcement & Community Policing Strategy                               | <input type="checkbox"/> |
| Section 6: Continuation of Project After Federal Funding Ends                          | <input type="checkbox"/> |
| Section 7: Budget Detail Worksheets  | <input type="checkbox"/> |
| Section 8: Assurances  | <input type="checkbox"/> |
| Section 9: Certifications  | <input type="checkbox"/> |
| Section 10: Disclosure of Lobbying Activities (if applicable)                          | <input type="checkbox"/> |
| Section 11: Certification of Review and Representation of Compliance with Requirements | <input type="checkbox"/> |

# WHAT AN APPLICATION MUST INCLUDE

## General Information

- All of the required information must be submitted via the COPS website.
- Please do not include any confidential data with your application.

## Section 1: Executive Information

This information will be pre-populated with information from your agency's account registration. Please ensure that the information that is displayed in the application is correct. If the information is incorrect, please update to provide accurate information. Please note that this information will be used for any future correspondence regarding this grant application; and ultimately, if a grant is awarded, this information will be used for any grant award notifications.

## Section 2: General Agency Information

Please provide accurate agency information as this information may be used, along with other data collected, to determine funding eligibility.

When completing your agency's general law enforcement agency information, please note that "budgeted sworn force strength" refers to the number of sworn officer positions your agency has funded within its budget, including state, BIA and locally-funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers. "Actual sworn force strength" refers to the actual number of sworn officer positions employed by your agency as of the date of the application. Do not include funded but currently vacant positions or unpaid positions.

## Section 3: CHRP Program Request

CHRP grant funds cover 100 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer for three years (36 months). There is no local match or cap on the amount of funding that can be requested, but CHRP grant funding will be based on your agency's current entry-level salaries and fringe benefits for full-time sworn officers. The COPS Office reserves the right to reduce any funding request based on funding availability and other factors as determined by the COPS Office. Funding under this program may be used to:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to the current budgeted (funded) level of sworn officer positions; and the officers must be hired on or after the official grant award start date as it appears on your agency's award document.
- Rehire officers who have already been laid off (at the time of the application) as a result of state, local, or tribal budget cuts. The officers must be rehired on or after the official grant award start date as it appears on your agency's award document. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- Rehire officers who are (at the time of the application) *currently scheduled to be laid off on a future date* as a result of state, local, or tribal budget cuts. Grantees will be required to continue funding the positions with local funding until the date of the scheduled lay-offs. The date(s) of the scheduled lay-offs and the number of positions affected must be identified in the CHRP application. In addition, documentation must be maintained detailing the dates and reasons for the lay-offs. Furthermore, agencies awarded will be

required to maintain documentation that demonstrates that the scheduled lay-offs are occurring for local economic reasons unrelated to the availability of CHRP grant funds; such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the lay-offs, budget documents ordering jurisdiction-wide budget cuts, and/or notices provided to the individual officers regarding the lay-offs.

CHRP funds are awarded based on your agency's current entry-level full-time sworn officer salaries and fringe benefits package over a three-year period. For any additional costs higher than entry-level, your agency must pay with local funds, not CHRP funds.

A grantee receiving CHRP funding to prevent a scheduled lay-off must continue to fund the officer with local funds until the date of the scheduled lay-off. Also, grantees that rehire officers who are scheduled to be laid off in the future do not need to complete the administrative steps for a formal lay-off before using COPS funds, as long as the grantee can document the date the lay-offs would occur if CHRP funds were not available. The grantee may transfer the officer to the CHRP funding on or after the date of the scheduled lay-off.

An applicant may not reduce its budget for sworn officers just to take advantage of the CHRP grant. Any budget cut must be unrelated to the receipt of CHRP grant funds to avoid a violation of the nonsupplanting requirement.

When completing the questions about the number of CHRP sworn officer positions your agency is requesting, please base your responses on your agency's current (at the time of application) needs for funding in the three hiring categories (new hires, rehires of previously laid off officers, and rehiring officers who are scheduled to be laid off on a specific future date). CHRP grant awards will be made for officer positions requested in each of these three categories and recipients of CHRP awards are required to use awarded funds for the specific categories awarded. If an applicant receives an award, and after receiving the award needs to change the hiring categories, it must request a post-award grant modification to change the categories of hiring and receive prior approval before spending CHRP funding. To request a modification, please call the COPS Office Response Center at 800.421.6770.

If, during the review of your agency's application, the COPS Office reduces the number of positions your agency requested in your application, the COPS Office may contact you to obtain a new number of officer positions requested in each category.

## **Section 4: Need for Federal Assistance**

All applicants are required to provide information on their agency's inability to implement this project without federal assistance.

When answering the next set of questions, we strongly recommend that you consult with your jurisdiction's budgeting office or official, as several items relate to the overall jurisdiction's budget, revenue, and general fund.

To the extent possible, all data should come from a publicly verifiable source, and supporting source documentation may be requested by the COPS Office. This information will be used to evaluate your jurisdiction's need for federal assistance to address its public safety needs.

### **Question 1**

Please provide the total annual operating budget for your law enforcement agency for the current fiscal year, as well as the two previous fiscal years.

## Question 2

Please provide the total jurisdictional (city, county, state, tribal) annual operating budget for the current fiscal year, as well as the previous two fiscal years. For example, if you are a county sheriff's agency, you should report the total annual operating budget for your county government. If you are a local police department, you should provide the total annual operating budget for your city, town, or borough. Note that this data may be routinely reported through your agency's local government financial reporting system and/or to your state auditor.

## Question 3

Please provide the total jurisdictional (city, county, state, tribal) locally generated revenue for the current fiscal year, as well as the previous two fiscal years. These are revenues resulting directly and only from local sources, such as locally generated property taxes, sales taxes, and other taxes and fees. Do not include in this total any revenue that is not generated locally, such as state and federal grants.

## Question 4

Please provide your jurisdictional (city, county, state, tribal) total general fund balance for the current fiscal year, as well as the previous two fiscal years.

## Question 5

Please indicate the percentage of employees in your jurisdiction (city, county, state, tribal) that have been reduced through lay-offs from January 1, 2008 until the submission of this application.

For example, if your agency laid off 10% of its civilian law enforcement personnel on July 1, 2008, and further anticipates another 10% lay-off to its civilian law enforcement personnel by August 17, 2009, you would only include the 10% that were laid off at the time of the application.

## Question 6

Please indicate the percentage of employees in your jurisdiction (city, county, state, tribal) that have been reduced by furloughs. The COPS Office is only requesting information on furloughs that total more than 40 hours per person, per fiscal year.

For example, if your agency requires that every sworn employee take one hour per week off (furlough) for one year, each employee would be furloughed for 52 hours of time across the fiscal year. Therefore, since this is greater than the 40 hours per person, per fiscal year threshold for reporting furloughs, you would indicate a 100% furlough rate for sworn law enforcement officer personnel.

## Question 7

Please indicate the percentage of employees in your jurisdiction that have been reduced due to official policies that limit your jurisdiction's ability to fill vacancies. Please do not report your vacancy rate, which may include normal vacancies due to hiring and training delays. Only report those vacancies resulting from official policies that limit your jurisdiction's ability to fill vacancies, such as hiring freezes.

For example, agency A has an authorized sworn strength of ten, but the actual current sworn strength is nine. The city mandated that the department is under a temporary hiring freeze and cannot backfill the one vacant position allowed under its authorized sworn strength. The percentage of sworn law enforcement personnel not hired due to official policies such as a hiring freeze would be reported as 10%.



Agency B has an authorized sworn strength of ten, but the actual current sworn strength is eight. The city mandated that the department could not fill one of the vacancies due to a hiring freeze, but is allowing the department to fill the other vacancy (though this position has not been hired due to recruitment challenges). The percentage of sworn law enforcement personnel not hired due to official policies would be reported as 10%, even though the total vacancy rate is 20%.

**Question 8**

To determine your jurisdiction's percentage of families in poverty as established by the American Community Survey (ACS), you must visit the U.S. Census Bureau's American FactFinder website at <http://factfinder.census.gov/>. At the top of the main page, enter your city/town/county, select your state and click "Go." When the Fact Sheet for your jurisdiction appears, ensure that it says 2005-2007 American Community Survey at the top, then look under the heading "Economic Characteristics" for the line "Families below poverty level." Look across to the second column for the percent of families in poverty figure and report this number in your CHRP application.

IF YOUR JURISDICTION HAS LESS THAN 20,000 IN POPULATION, it may not be possible to get the 2005-2007 ACS families in poverty estimate for your community. In this case, please provide the next best level of reportable data – for example, the Borough of Coopersburg in Pennsylvania (pop. 2,582) could follow the instructions above, searching on the surrounding Lehigh County.

**Question 9**

To determine your jurisdiction's unemployment rate as established by the Bureau of Labor Statistics, you must visit the Bureau's Local Area Unemployment Statistics (LAUS) program website at <http://www.bls.gov/lau/home.htm#data>. Please note, for the CHRP application you must provide the January 2009 unemployment rate, which is scheduled for release in LAUS on or about March 19, 2009.

The LAUS data page includes comprehensive instructions on multiple methods of searching. One option is to click the button marked "One Screen Data Search." When the search window appears, select your state (for example, "Oregon") and then your area type (for example, "cities and towns above 25,000 population") and then your specific city (for example, "Salem"). Then click on the button, "Get Data." The results screen will show the monthly unemployment rate for every month going back to January of 1998. Please scroll to the bottom of the table to find the unemployment rate (in the last column) for January 2009 and enter this number in the first box. Look up 12 rows to find the unemployment rate for January 2008 and enter that number in the second box.

IF YOUR JURISDICTION HAS LESS THAN 25,000 IN POPULATION, it may not be possible to calculate the monthly unemployment rate for your jurisdiction. [A notable exception would be that LAUS includes all cities and towns in the New England region regardless of size.] If your jurisdiction does not appear in the LAUS data, please provide the next best reportable level of data. This could be the surrounding county or multi-entity small labor market area, as appropriate.

**Question 10**

To calculate your foreclosure rate, you will need to collect both your jurisdiction's total number of residential properties and the total number of properties that entered the foreclosure process in calendar year 2008. The foreclosure filing count may include a Notice of Default, an auction foreclosure filing, and/or a Bank-Owned foreclosure (REO). Because not every community can accurately track foreclosure filings, it may not be possible to calculate this rate for your jurisdiction. In that case, please check the box that the necessary information is not available.

### Question 11

If applicable, please select the event(s) that your jurisdiction experienced on or after January 1, 2008.

### Question 12

It is possible that your jurisdiction has experienced an event that has resulted in a significant and unplanned outlay of capital or unanticipated loss of revenue. This event must have occurred on or after January 1, 2008. If this is the case, please check "yes," indicate the cost of this event as a percentage of your jurisdiction's total operating budget, and briefly describe the event (approximately 50 words).

For example, your jurisdiction may have experienced an unexpected failure of a water main that will cost \$1.3 million to repair. If the total jurisdictional operating budget is \$10 million, then the cost of this unplanned outlay would be expressed as 13%, and the text box description might read, "The sudden and unexpected failure of a city water main resulted in a sinkhole in the middle of a primary commuter artery requiring repair of the main as well as the surrounding land and road surface."

### Question 13

Using Uniform Crime Reporting (UCR) crime definitions, enter the actual number of incidents reported by your agency in calendar year 2008. If your agency is a NIBRS reporting agency, please ensure that your data is reported in UCR Summary Data style. If your agency does not officially report to UCR or to NIBRS, please enter the actual number of incidents reported by your agency in calendar year 2008 as reported in your agency's official end-of-year statistical report. Please ensure that these statistics are recorded according to the UCR Hierarchy rule (see page 10 of the UCR Handbook, which is available at [www.fbi.gov/ucr/handbook/ucrhandbook04.pdf](http://www.fbi.gov/ucr/handbook/ucrhandbook04.pdf)).

## Section 5: Law Enforcement & Community Policing Strategy

COPS grants must be used to initiate or enhance community policing activities. This section includes questions related to your community partnerships, problem solving, and organizational transformation activities. For each question, please select the answer that best describes your agency's plan for the CHRP funding.

For the community policing plan narrative, please describe your agency's implementation plan for this program (if awarded), with specific reference to each of the following elements of community policing: (a) community partnerships and support, including consultation with community groups, private, and/or other public agencies; (b) related governmental and community initiatives that complement your agency's proposed use of CHRP funding; and (c) organizational transformation – how your agency will use these funds to reorient its mission to community policing or enhance its involvement in and commitment to community policing. This narrative should be limited to 2,000 words.

For additional information on community policing, please refer to the COPS website at <http://www.cops.usdoj.gov/Default.asp?Item=36>.

## Section 6: Continuation of Project After Federal Funding Ends

All applicants are required to affirm that their agency plans to retain all officer positions awarded following the expiration of the CHRP grant and identify their planned source(s) of retention funding. Agencies applying for CHRP funding are committing to retain each officer position awarded for at least 12 months following the conclusion of 36 months of federal funding for that position. Agencies that do not plan to retain all officer positions under this grant program at the time of application are ineligible to apply for CHRP funding.

The retention requirement cannot be satisfied through attrition. The retained CHRP-funded officer positions should be added to your agency's law enforcement budget with state and/or local funds for at least 12 months, over and above the number of locally-funded officer positions that would have existed in the absence of the grant.

At the conclusion of federal funding, agencies that fail to retain the additional officer positions awarded under the CHRP grant may be ineligible to receive future COPS grants for a period of one to three years.

## Section 7: Sample Budget Detail Worksheet

Complete the Budget Detail Worksheet based upon your agency's *current first-year full-time entry-level salaries and fringe benefits* for your locally-funded officers. Increases for Year 2 and Year 3 will need to be projected to complete the total three-year full-time entry-level salary and fringe benefits per officer request.

Please note that even if your agency is applying only for funds to rehire experienced officers who have been or are scheduled to be laid off, you must complete your budget request based on your current full-time entry-level salaries and fringe benefits. Any additional higher than entry-level costs for rehired officers must be paid with local funds.

The sample Budget Detail Worksheet that is included has been completed to assist you in submitting your budget information.

### Budget Worksheet Part 1: Full-Time Sworn Officer Information

#### Section A:

The agency entered \$36,000.00 as the annual first-year entry-level base salary (referred to as annual base salary or "ABS") of a full-time sworn officer position in its department. The ABS cannot be higher than what the agency currently pays for this position locally. Your agency should only provide the ABS for one position in this section; the agency will have the opportunity in Section C to indicate the total number of positions being requested.

#### Section B:

Social Security cannot exceed 6.2% of the ABS. In the sample, the agency entered zero and checked the "Exempt" box and is required to provide an explanation in Part 2 of the budget worksheet. Agencies that pay a fixed rate that is less than 6.2% should check the "Fixed Rate" box and provide an explanation in Part 2.

Medicare cannot exceed 1.45% of the ABS. In the sample, the agency entered the maximum allowable amount of \$522.00 ( $\$36,000.00 \times 1.45\% = \$522.00$ ).

For health insurance, life insurance, vacation, sick leave, retirement, worker's compensation, and unemployment insurance, agencies should indicate the dollar amount and percentage of the ABS that it pays for fringe benefits in the first year for a full-time entry-level sworn officer position. For worker's compensation and unemployment insurance, agencies may indicate that they are exempt by checking the appropriate box.

There are several other fringe categories that are allowable under this grant program, and they are listed in the drop down menu. Your agency can pick as many of categories that are applicable to your agency and fill in the dollar amount and percentage of the ABS for each one. The COPS Office will not pay for any fringe benefits not listed, and if your agency pays those benefits for locally-funded officer positions, your agency will be required to do so for CHRP-funded officer positions with local funds.

In the sample, the agency entered \$16,362.00 for the total first-year entry-level fringe benefits for a full-time sworn officer position in its department.

### **Section C:**

The Budget Worksheet will automatically calculate the total Year 1 salary and fringe benefits for one entry-level full-time sworn officer position for your agency in Section C, which for the sample equals \$52,362.00.

For Year 2 and Year 3, agencies are required to provide projections for the salary and fringe benefits for an entry-level full-time officer position. Agencies are also required to maintain records documenting how it calculated its projections. There are many ways that an agency may calculate and document the salary and fringe benefits projections. For example, the figures can be based on a contractual agreement that guarantees cost of living or other increases; budget projections that the agency is using to calculate other salaries and fringe benefits for future years; or the average percentage increase in salaries and benefits that the agency experienced over the last five years. The important thing is that your agency estimates the costs to the best of its ability and keeps the supporting documentation in your agency's grant file in case of future audit or monitoring of your CHRP grant.

For Year 2, the agency estimated the salary at \$37,080 and fringe benefits at \$16,853. For Year 3, the agency estimated the salary at \$38,192 and fringe benefits at \$17,359.

Based on the figures for Year 1, 2 and 3, the Budget Worksheet will automatically calculate the total three-year salary and fringe benefits. In addition, the Budget Worksheet will automatically calculate total project costs based on the number of officer positions your agency requested in the application.

Please note that the COPS Office uses the information provided in the Budget Worksheet to determine the amount of your CHRP grant, if awarded, so your agency must ensure that the figures are accurate.

## **Budget Worksheet Part 2: Full-Time Sworn Officer Information**

### **Question 1:**

All agencies that had an estimated increase in salaries and/or fringe benefits over the life of the grant are required to provide a reason(s) why. Agencies should check all the boxes that apply and/or provide a brief written response if "other" is selected. In the sample, the agency checked that the increases were due to cost of living adjustments and step raises.

### **Question 2:**

Agencies must provide a written explanation if they indicated that they were either exempt or had a fixed rate for Social Security or Medicare. In the sample, the agency provided a reason for the exemption to pay Social Security.

### **Budget Summary**

The Budget Summary will automatically calculate total project costs based on the figures provided in the Budget Worksheet and the number of officer positions requested in the application.

**Instructions:** Please complete the questions below based on your agency's current first-year full-time entry-level salaries and fringe benefits for your locally-funded officers. [You will be asked to project Year 2 and Year 3 increases below.]

## Part 1: Full-Time Sworn Officer Information

**A. Current First Year Entry-Level Base Salary for One Position** \$ 36,000 .00 x 1 Years = \$ 36,000 .00

**Please calculate the fringe benefit costs below based on the first year entry-level benefits for one sworn officer position.**

**B. FRINGE BENEFITS:** **COST:** **% OF BASE:** **ADDITIONAL INFORMATION:**

**Social Security** \$ 0 .00 \_\_\_\_\_ % **Exempt:** ☒ **Fixed Rate:** ☐

*Cannot exceed 6.2% of Annual Base Salary. If less than 6.2%, exempt, or fixed rate, provide an explanation in "Part 2: Full-Time Sworn Officer Information."*

**Medicare** \$ 522 .00 1.45 % **Exempt:** ☐ **Fixed Rate:** ☐

*Cannot exceed 1.45% of Annual Base Salary. If less than 1.45%, exempt, or fixed rate, provide an explanation in "Part 2: Full-Time Sworn Officer Information."*

**Health Insurance** \$ 6,840 .00 19 % **Family Plan:** ☐ **Fixed Rate:** ☐

**Life Insurance** \$ \_\_\_\_\_ .00 \_\_\_\_\_ %

**Vacation** \$ \_\_\_\_\_ .00 \_\_\_\_\_ % **Number of Hours Annually:** \_\_\_\_\_

**Sick Leave** \$ \_\_\_\_\_ .00 \_\_\_\_\_ % **Number of Hours Annually:** \_\_\_\_\_

**Retirement** \$ 6,480 .00 18 %

**Worker's Compensation** \$ 1,800 .00 5 % **Exempt:** ☐

*If exempt check box*

**Unemployment Insurance** \$ 720 .00 2 % **Exempt:** ☐ **Fixed Rate:** ☐

*If exempt check box*

**Other** \_\_\_\_\_ \$ \_\_\_\_\_ .00 \_\_\_\_\_ % **Describe:** \_\_\_\_\_

**Other** \_\_\_\_\_ \$ \_\_\_\_\_ .00 \_\_\_\_\_ % **Describe:** \_\_\_\_\_

**Other** \_\_\_\_\_ \$ \_\_\_\_\_ .00 \_\_\_\_\_ % **Describe:** \_\_\_\_\_

**Benefits Subtotal** \$ 16,362 .00

*(1 Position):*

**C. Total Salary** \$ 36,000 + **Total Benefits** \$ 16,362 = \$ 52,362

**Part A** (One Position)

**Part B** (One Position)

Based on the current first year entry-level salary and fringe benefits package, please project Year 2 and Year 3 increases and use these figures to calculate the full three-year salary and fringe benefits amounts per sworn officer position that you are requesting through the CHRP grant.

Your agency must maintain records documenting how it calculated its Year 2 and Year 3 projections (and, accordingly, its total three-year salary and fringe benefits amounts per officer position) in its CHRP grant records throughout the grant period and for three years following the official closeout of the COPS grant in the event of an audit, monitoring, or other evaluation of your grant compliance.

**Year 2**

Total Year 2 entry-level salary for one sworn officer position: \$37,080

Total Year 2 entry-level fringe benefits for one sworn officer position: \$16,853

**Year 3**

Total Year 3 entry-level salary for one sworn officer position: \$38,192

Total Year 3 entry-level fringe benefits for one sworn officer position: \$17,359

**Total three-year salary for one officer position: \$111,272 x number of sworn positions requested 3 = \$333,816 Total Three-Year Salary Project Cost**  
(calculated by the system)

**Total three-year fringe benefits for one officer position: \$50,574 x number of sworn positions requested 3 = \$151,722 Total Three-Year Fringe Benefits Project Cost**  
(calculated by the system)

**Total three-year salary and fringe benefits for one officer position: \$161,846 x number of sworn positions requested 3 = \$485,538 Total Project Cost**  
(calculated by the system)

## Part 2: Full-Time Sworn Officer Information

After completing Part 1 of this budget worksheet, answer the following questions. Be sure to answer EVERY question. Missing or erroneous information could delay the review of your agency's request.

1. If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reason(s) why in the space below:

☒ Cost of living adjustment (COLA) ☒ Step raises ☐ Change in benefit costs

☐ Other - please explain briefly: \_\_\_\_\_

2. If an explanation is required for any of the following categories, please provide in the space below:

1) Social Security: Our agency is exempt from Social Security for full-time officers

2) Medicare: \_\_\_\_\_

## BUDGET SUMMARY

|  | Budget Category         | Category Total | Line # |
|--|-------------------------|----------------|--------|
| A.   | Sworn Officer Positions | \$ 485,538. 00 | 1      |
| Total Project Amount:  |                         | \$ 485,538. 00 |        |
| Total Federal Share Amount:  |                         | \$ 485,538. 00 |        |
| <b>Contact Information for Budget Questions</b><br>Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.<br>Authorized Official's Typed Name: <u>John Doe</u><br>Title: <u>Chief</u><br>Phone: <u>(xxx) xxx-xxxx</u><br>Fax: <u>(xxx) xxx-xxxx</u><br>E-mail Address: <u>John.Doe@xxxx.org</u> |                         |                |        |



## **Sections 8, 9, 10 and 11: Legal Requirements**

Applicants should thoroughly review the Assurances, Certifications, Disclosure of Lobbying Activities and Certification of Review and Representation of Compliance With Requirements.

The filing of Disclosure of Lobbying Activities (SF-LLL) is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Refer to the implementing guidance published by the Office of Management and Budget for additional information. If this form applies to your agency, you must submit the Disclosure of Lobbying Activities (SF-LLL) as an attachment to your CHRP application. Complete all items that apply for both the initial filing and material change report.

All applicants are required to read and sign the Assurances, Certifications and Certification of Review and Representation of Compliance With Requirements. Original, signed hard copies of these three documents must be kept in the agency's files and furnished upon request.

## APPENDIXES

### Appendix A: Glossary of COPS Program Terms

The following information is provided to assist you with the completion of your COPS grant program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800.421.6770.

**Allowable Costs:** Allowable costs are costs that will be paid for by this grant program. The only allowable costs under CHRP are the approved full-time entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the grant award start date.

**Authorized Officials:** The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your grant award. For law enforcement agencies, the listed Law Enforcement Executive (usually Chief of Police, Sheriff, etc.) and the Government Executive (usually Mayor, Board President, etc.) are your agency's authorized officials.

**Award Start Date:** This is the date on or after which your agency is authorized to hire and/or rehire positions that were approved by the COPS Office. If awarded, the award start date is found on your grant Award Document.

**Career Law Enforcement Officer:** The COPS statute defines a "career law enforcement officer" as a person hired on a permanent basis who is authorized by law, or by a state or local public agency, to engage in or oversee the prevention, detection or investigation of violations of criminal laws.

**Catalog of Federal Domestic Assistance (CFDA):** The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a "CFDA number," which is used by auditors to track grant revenues under the Single Audit Act. It is also used in participating states by State Single Points of Contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for all COPS programs is 16.710.

**Central Contractor Registry (CCR):** The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

**Closeout:** The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

**Cognizant Federal Agency:** The federal agency that generally provides the most federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB).

**Community Policing:** Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

**Consortium:** A consortium is a group of two or more governmental entities that agree to form a partnership to provide law enforcement services to their constituent communities.

**COPS Office:** The Office of Community Oriented Policing Services (COPS) is the office within the U.S. Department of Justice that, if awarded, is your “grantor” or “awarding” agency for your COPS grant or cooperative agreement. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office Response Center at 800.421.6770.

**Criminal Intelligence Officer:** A criminal intelligence officer, whether working directly with a law enforcement agency or assigned to the appropriate state or regional fusion center, works in the field of criminal intelligence and may conduct data collection, research and analysis to produce finished intelligence reports or other products designed to assist in the prevention, detection, or investigation of violations of criminal laws.

**DUNS Number:** DUNS stands for “data universal numbering system.” DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. If your institution does not have one, call 866.705.5711 to receive one free of charge. You can also request your DUNS number online at [www.dnb.com/us](http://www.dnb.com/us).

**Federally Recognized Tribe:** Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally acknowledged Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only Federally Recognized Tribes are eligible to apply for COPS grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street, N.W., Washington, D.C. 20240, 202.208.2475.

**GNIS ID:** The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the Feature ID, that is the only standard federal key for integrating or reconciling feature data from multiple datasets.

**Grant Number:** If awarded, the grant number identifies your agency’s specific grant, and can be found on your grant Award Document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks grant information based upon this number.

**Hire:** Under the CHRP grant, applicants may request funding to hire new, full-time officer positions, including filling existing officer vacancies that are no longer funded in the law enforcement budget. CHRP program funding is based on an agency’s entry-level full-time salaries and fringe benefits. Any additional (higher than entry-level) salaries and fringe benefits must be paid by the recipient agency with local funds.

**Matching Funds:** What a locality must contribute as a cash match toward total allowable project costs over the life of the program. There is no matching fund requirement for the CHRP program (although higher than entry-level costs for rehired officers must be paid with local funds).

**Obligation of Funds:** If this application is awarded, the COPS Office “obligates” federal funds when the grant Award Document is signed by the Director or his/her designated official. For the grantee, grant funds are “obligated” when monies are spent directly on purchasing items approved under the grant or cooperative agreement. The term encumbrance is often times used at the local and state levels to describe this type of transaction. Liquidated obligations are considered cash outlays or monies actually spent. Unliquidated obligations are obligations incurred and recorded but not yet paid (accrual basis of accounting) or not yet recorded and not yet paid (cash basis of accounting).

**OJP Vendor Number/EIN Number:** This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number. If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Comptroller will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.

**ORI (Originating Agency Identifier) Number:** This number is assigned by the FBI and is your agency's originating agency identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS grant recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

**Primary Law Enforcement Authority:** An agency with primary law enforcement authority is the agency that is the first responder to calls for service, and has ultimate and final responsibility for the prevention, detection, and/or investigation of violations of criminal laws within its jurisdiction.

**The Public Safety Partnership and Community Policing Act of 1994:** The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

- Increase the number of community policing officers on the beat
- Provide additional and more effective training to law enforcement officers to enhance their problem-solving, service, and other skills needed in interacting with members of the community
- Encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime
- Encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

**Rehire:** Under the CHRP grant applicants may request funding to rehire full-time officers who have already been laid off (at the time of application) and/or are currently scheduled to be laid off on a specific future date (at the time of the application) as a result of state, local or tribal budget reductions. A grantee may use CHRP funding to rehire an experienced full-time officer, but any additional costs higher than entry-level that your agency pays the rehired officer must be paid with local agency funds, not CHRP funds.

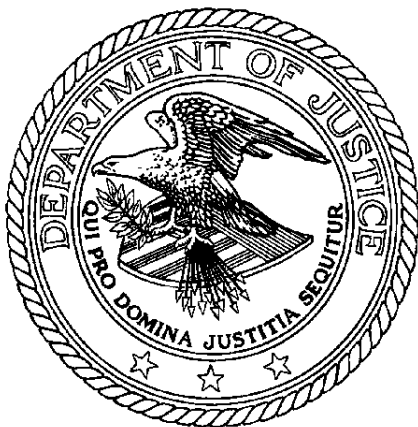
**Retention:** CHRP grantees are required to retain all full-time officer positions awarded for at least 12 months from the time that the 36 months of grant funding for each CHRP position expires. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds, over and above the number of locally-funded officer positions that would have existed in the absence of the grant. Absorbing CHRP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

**Supplanting:** COPS grant funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs funds that would be made available in the absence of federal COPS grant funding. Program funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for the grant purposes, plus any additional state, local, or Bureau of Indian Affairs funds budgeted for these purposes.

## PAPERWORK REDUCTION ACT NOTICE

The public reporting burden for this collection of information is estimated to be up to one hour per response, depending upon the COPS program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. **The OMB control number for this application is 1103-0096 and the expiration date is 09/30/2009.**



FOR MORE INFORMATION:

U.S. Department of Justice  
Office of Community Oriented Policing Services  
1100 Vermont Avenue, NW  
Washington, DC 20530

To obtain details on COPS programs, call the  
COPS Office Response Center at 800.421.6770

Visit COPS Online at the address listed below.

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